



St Mary's Church of England School, Truro

Full Governing Board

Thursday 26th September 2024

Minutes (Autumn Term 1)

GOVERNORS PRESENT	
NAME	ROLE
Mrs Mary Ann Trethewey	Chair (Elected this academic year)
Mr Bill Robinson	Governor
Mrs Louise Stevenson	Governor
Reverend Andy Boorne	Governor
Mr Simon Treganowan	Governor

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk

APOLOGIES	
NAME	ROLE
Miss Kim Rundle	Governor

COLOUR CODE	
BLUE	Governor Challenge Question
GREEN	Governor Comment
RED	Action

These minutes have been approved as accurate	Signature of Chair of Governors:
	Date:

ACTION WORKSHEET				
MEETING	AGENDA ITEM DESCRIPTOR	ACTION	RESPONSIBLE PERSON	STATUS
Autumn Term 1	4. Matters Arising	Link for Governors to complete Prevent training	Mrs Stevenson	Pending
Autumn Term 1	4. Matters Arising	Email CEO to ascertain what happens to school land upon transfer	Mrs Stevenson	Pending
Autumn Term 1	7. School Development Plan	Share School Development Plan with all Governors	Mrs Stevenson	Pending
Autumn Term 1	8. School Self-Evaluation Form and School Improvement Plan:	Provide some information for governors on strategies and will circulate the SEF	Mrs Stevenson	Pending
Autumn Term 1	13. Governor Visits	Circulate dates	Mrs Stevenson	Pending
Autumn Term 1	15. Health and Safety	Circulate information to families on Economy 7	Mrs Stevenson	Pending
Summer Term 2	12. Governor Monitoring Visits	Dates to be circulated	Mrs Stevenson	Complete
Summer Term 2	8. GDPR	This is to be added as a standing item to the agenda	Mrs Calcraft	Complete
Summer Term 2	7. Safeguarding	Governors to agree communication regarding site security	Mrs Stevenson	Complete
Summer Term 2	3. Matters Arising	Circulate Governor Information sheet once complete	Mrs Calcraft	Pending
Summer Term 2	3. Matters Arising	Send geography progression map to Mrs Calcraft to circulate	Mrs Stevenson	Complete
Summer Term 2	3. Matters Arising	Continue to chase the holiday attendance data for Cornwall	Mrs Stevenson	Complete
Summer Term 2	3. Matters Arising	Governors to attend safeguarding training planned for 25 th September	Governors	Complete
Spring Term 1	13. Governor Training	Governors to complete Prevent training if not already done so	Governors	Pending
Summer Term 2	5. Academisation	To investigate putting a covenant on the land	Mrs Bray	Pending

Part 1

1) Apologies:

2) Register of Governors' Declaration of Pecuniary Interests and declaration of interests in matters to be considered at the meeting:

No additional interests were declared at the meeting. Annual Declaration of Business, Pecuniary and Other Interests completed by all Governors.

3) Election of Chair and Vice Chair: Yesterday, Mrs Stevenson and Mrs Calcraft received an email from Mr Machin notifying them of his resignation effective immediately. Mr Machin wanted to share his thanks for all the support the governors had provided. He felt that as we move into Rainbow Multi-Academy Trust, that it is a good time for a new chair to take things forward. He has been offered another governance opportunity that he has accepted. Heartfelt thanks were sent to Mr Machin from the staff for his support and efforts.

Mrs Calcraft contacted Clare Kendle, Education Governance & Operations Officer for the Diocese of Truro for advice regarding vacancies within our Board. The Board needs to look at the gap in our skillset. We feel we need someone with a deep understanding of curriculum pedagogy. We have a couple of possible people in mind and Clare Kendle has offered to support the board temporarily to ensure that we have enough depth within our Board. The Board were asked if they were happy for Clare Kendle to be co-opted onto the Board and this was unanimously agreed by all Governors present.

A Governor asked if joining a Multi-Academy Trust changes when Ofsted will conduct an inspection? No, because the school are expecting a graded inspection. Inspection procedures have changed slightly over the summer and this was explained to the Governors.

The process to elect a Chair and Vice-Chair was undertaken. Mrs Trethewey agreed to step forward as Chair and this was unanimously supported by the Board. Due to commitments of the other Governors, it was decided that Clare Kendle's offer of becoming Vice-Chair would be accepted. It was also agreed that the recruitment process for a co-opted member with considerable education experience would be started.

4) Minutes of the last meeting

I) Matters Arising: **Mrs Stevenson to provide link for Governors to complete Prevent training. Reverend Boorne to send in his certificate of completion for Prevent training.**

Mrs Stevenson to email Rainbow MAT CEO to ascertain what happens to the land upon transfer.

Mrs Stevenson informed the group that she had the holiday data for attendance. Cornwall's authorised and unauthorised absence totals to 5.9%. The holiday data for St Mary's is 0.68% not agreed and 0.05% agreed whereas the holiday data for Cornwall is 0.7%. This means that last year St Mary's were in line with Cornwall averages. Whether a holiday is authorised or not is down to the Headteacher deciding on an individual basis e.g. terminally ill relative or passport application where they need to travel to London. A Governor commented that unauthorised is higher and **asked if that is because families just decided to go anyway?** Mrs Stevenson replied, yes, and continued that penalty notices are applied when 10 sessions of school are missed, except for those who are not of statutory school age.

II) Approval: The previous minutes were unanimously agreed and ratified.

5) Committee and Working Groups – Scheme of Delegation:

Initials of Chair of Governors:

I) Annual Review of Terms of Reference for Committees and Working Groups: These were reviewed and agreed.

II) Annual Review of Membership of Committees/Working Groups/Allocation of Governors to Subject and Curriculum Areas:

The finance committee will consist of Mr Treganowan, Mr Robinson and Reverend Boorne.

Mrs Trethewey will be the Governor for Safeguarding, SEN and EYFS.

Reverend Boorne will be the Governor for SIAMS, Wellbeing and RSHE

Mr Treganowan will be the Governor for Pupil Premium and Sports Premium

Mr Robinson will be the Governor for Curriculum

New Governors will be allocated to roles subsequent to induction.

6) Annual Review of Policies:

I) Governor Code of Conduct (attached)

II) Child Protection and Safeguarding Policy (attached)

III) Children with Health Needs Who Cannot Attend School Policy (attached)

IV) Designated Teacher for Looked After and Previously Looked After Children Policy (attached)

V) EYFS Policy (attached)

VI) Charging and Remissions Policy (attached)

VII) School Exclusions Policy (attached)

VIII) Admissions Arrangements (attached)

IX) SEN Policy (attached)

X) Health and Safety Policy (attached)

XI) Instrument of Governance (attached)

XII) Complaints Policy (attached)

XIII) Supporting Pupils with Medical Conditions Policy (attached)

XIV) Teachers' Pay Policy (attached)

XV) ECT Policy (previously Newly Qualified Teachers' Policy) (attached)

XVI) Financial Regulations and Scheme of Delegation for approval (attached)

The Governor Code of Conduct was circulated at the meeting and signed by all present Governors. KSCIE, Safeguarding and Child Protection Policy, Terms of Reference Document and Instrument of Governance was sent out prior to the meeting and approved by all Governors. The Financial Regulations and Scheme of Delegation will be looked through at a separate meeting. All other policies will be sent separately after this meeting to allow Governors time to read through and approve.

7) School Development Plan: Mrs Stevenson informed the group that the SATS results are currently being validated but they are what we expected. The school did exceptionally well in reading while maths was just below the

national average (one child difference). Therefore, the Senior Leadership Team have decided to switch the SDP priorities back to Maths being the first priority and Reading being the second priority. All other priorities will stay the same.

All external moderating shows that the impact of the school curriculum has had very positive changes. There was impact from the covid pandemic lockdowns on that particular cohort which affected their results despite additional resources and tutoring being put in place.

The school's bespoke curriculum was written in 2018. The school have had a number of new staff join the team since its implementation and therefore some additional work has been done on the curriculum. The school has gone back to fundamentals, ensuring that everything we have in our learning model is being carried out consistently.

Attendance has been a strong focus over the summer and changes have been implemented as per the DfE guidance.

Mrs Stevenson will circulate the SDP to Governors.

A Governor asked what was the reference range for the maths. All the schools have been through the pandemic, so that would be unlikely to be the reason for the outcome in the results? Mrs Stevenson said that there was an impact on mental health and socialisation. A lot of interventions had to be put in place for this cohort for their social skills. They weren't ready to achieve everything that was expected of them even once the school had utilised the National Tutoring Programme Funding and spent over and above on top of this. The Senior Leadership Team are investigating further, but we feel their personal development held them back from achieving their potential despite intervention.

A Governor asked how much will the Multi-Academy Trust will look at our SDP and allocate or respond slightly differently? Should we order our SDP slightly differently prior to academisation? Mrs Stevenson replied that yes, the MAT will use the School Development Plan to judge the leadership and curriculum delivered, but the SDP is in line with that from the other schools in the MAT. Our template is slightly different but there is no need for us to change at the moment. We use the Education Endowment Fund template which is research led. Our SDP is not hierarchical.

A Governor asked how much weight do Ofsted put on our website? Mrs Stevenson responded that they do put significant weight on a school's website whereas a SIAMS inspection will look to pull out the Christian vision and values of the school

A Governor asked who runs the website? The school are in the process of moving provider and will be looking to improve what is offered further.

The Board approved the School Development Plan.

The Governors used this opportunity to say that the developments and refurbishments over the summer looked amazing, especially the new pod building and the EYFS outdoor area. It is also great to see some of the older EYFS equipment reused in other parts of the school, for example the climbing frame now outside Year 2. Mrs Stevenson added that we are very lucky to have a caretaker, Mark, who makes a fantastic difference to our grounds.

8) School Self-Evaluation Form and School Improvement Plan: Mrs Stevenson informed the group that the SEF and the SIP are in the process of completion. It goes through key data such as Special Educational Need and Pupil Premium. It then goes into quality of education, our intent, areas of development and our impact. Validated results are being added. Wellbeing, leadership, and continued work to joining Rainbow Multi-Academy Trust is next. Then personal development, a clear behaviour curriculum, a focus on bullying with strong chronologies, utilising Education Welfare Officers for safeguarding and attendance and finally EYFS provision. These documents

are being updated. Areas of strength remain, but areas of development are being finalised. **Mrs Stevenson to provide some information for governors on strategies and will circulate the SEF.**

9) Multi-Academy Trust Update: The most recent date for conversion has been given as 1st November 2024, and the Governing Board will be updated as further information is received.

10) Section 175: Mrs Stevenson is awaiting an email from Natasha Davey-Diop, Education Safeguarding Lead for Cornwall Council, regarding peer review. This document is all of our duties and associated responsibilities in relation to safeguarding our children. Last year it was peer reviewed with Archbishop Benson School and looked closely at best practice. This year will be a submission year.

Section 1.1 Asks if DSL can carry out duty of post. We have a DSL, Mrs Stevenson, and 5 DDSLs to spread out the responsibility. Mr Pritchard is the ICT Lead and is responsible for filtering and monitoring. Mrs Calcraft is an admin DDSL and liaises with parents. Mrs Spencer, Miss Vowles and Miss Rundle are DDSLs who support the DSL. We have a digital safeguarding system called My Concern and it notifies every time someone adds a concern. Mrs Stevenson is part of the CAPH Child Protection group, which enables us to keep on top of issues occurring in our local community.

A Governor asked is the DSL always available? Yes, and Mrs Stevenson is also the Operation Encompass contact. During the holidays there is a rota to cover if someone is out of the Country.

Section 1.4 asks if the DSL attends all Child Protection Conferences. We do not currently have any pupils subject to Child Protection but do have pupils who are Children in Need and Mrs Stevenson attends all related meetings. She also attends meetings along with PEP meetings for pupils in the foster care system.

Mrs Stevenson informed the group that safeguarding currently takes up approximately 60% of her time. The Governors were shocked at this. **A Governor asked if this will this continue when we join the Multi-Academy Trust?** Yes, some larger MATs have a dedicated team, but we feel that we are best placed to know our families and children. The school are also nearly at 10% EHCPs which makes a difference to the running of the school. Mrs Vowles has just returned from a Special Educational Needs Round Table event in London to further expand our knowledge of this important area of education.

11) Attendance – new statutory ‘working together to improve school attendance’: Attendance is on the School Development Plan. We previously circulated NGA document on improving attendance to all Governors. Mrs Jenkin is our attendance lead and works closely with Peninsula Education which is going well.

12) Governor Training: Governor Hub webinars on the Key have been circulated as have the upcoming Governor Conference run by Cornwall Council.

13) Governor Visits: Monitoring Visit reports have been sent to teachers. Reports to be discussed at next meeting. Next two visits to be Reading looking at bottom 20% and PPM in maths. **Mrs Stevenson to circulate dates.**

14) Governor Impact Document: New document to be started this academic year. We will add School Development Plan decision on priorities and related challenge questions.

15) Health and Safety: Policy being reviewed. Mrs Stevenson reported that she has looked at effectiveness in current risk assessments and this has been triangulated through My Concern.

Site security checked. No near misses or staff accidents reported this term.

Rachael Goodman, PFI Monitoring Officer for Cornwall Council, conducted recent PFI audit.

Fire drill and lockdown procedure to be practiced as per regulations.

Mr Robinson raised the impact of economy seven on families and this was further discussed by the group. **Mrs Stevenson to find information and put on newsletter.**

The school have purchased additional health & safety equipment for staff if required. This is regularly re-assessed.

Mr Robinson asked if the school have had any instances of vaping on site? We did have a child with additional needs who brought a vape into school from home in their bag. Parents were contacted and changes were made to storage of vapes at home.

16) Safeguarding – KCSIE Compliance: The school did have an issue with the filtering on terrorism statements. Mr Pritchard picked it up straight away, stopped usage of equipment by pupils and reported to ICT company who investigated immediately. It was a false positive and therefore we were able to re-start using the IT equipment.

The school have had one comment of racist language so far this term. Child denied saying it. Parents were contacted and were very supportive. Restorative conversation held with child along with whole class learning. Completed diversity report for Cornwall Council. Parent then emailed as the victim hadn't seen the things put in place and mum didn't feel situation had been dealt with correctly. We emailed mum to say that we would improve how situations are communicated and the school is now working alongside mum to better improve our current system.

Graeme Plunkett conducted a diversity audit last week and we are awaiting the report.

The school haven't had anything related to a particular religion.

The school had an external whistleblowing situation that has been dealt with.

There was a local parking dispute involving parents. We have sent out information regarding safeguarding pupils by safe road usage via email and on the school newsletter.

17) GDPR: There was one breach just before the summer. Processes and due diligence was followed. DPO was satisfied, but reported to ICO as per the process and we have not had any further work to do on this.

We have received a Subject Access Request that is currently being processed.

18) Staff Wellbeing: Performance Management is underway, but it is not pay related. We still expect teachers to evidence against teaching standards, School Development Plan and our effective teaching and learning model. This sits in line with Rainbow MAT.

A Governor wanted clarification on the comment pay-related. Mrs Stevenson clarified that if a member of staff wants a payrise they need to evidence their impact but none of this is based on child outcomes. On the mainscale pay scale you move up annually with experience. Once you reach the top of the mainscale, you can apply to be considered for the Upper Pay Scale and the criteria is that you contribute on a wider school level.

We have put in a lot of training for staff and are constantly looking at and providing staff opportunities. A national Headteachers magazine has published an article on pedagogy written by Mrs Stevenson who has also recently taken part in a podcast on recruitment and retention.

We have one member of staff currently on maternity leave and one member of staff who is taking three month's shared parental leave. The Keep In Touch days are going well.

Part 2 Confidential Matters: Nil

